



New Jersey Department of Children and Families Policy Manual

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Chapter:	D	Interstate Services	11-19-2012
Subchapter:	2	Out-of-State Placements	
Issuance:	300	Home Evaluation Request for Children Leaving New Jersey	

Home Evaluation Request for Placement with Parent, Relative or Unrelated Person 3-27-2007

When it is determined that it may be in a child's best interest to reside with a parent, relative, or unrelated person in another state, CP&P requests that the out-of-state agency (OSA) conduct an evaluation. Children may not be placed into an out-of-state home until, and unless, the home is approved or licensed per the receiving state's policy. ICPC procedures require CP&P to demonstrate that it has adequate legal jurisdiction over the child to maintain financial and social planning responsibility, as well as to effect the child's return to New Jersey should the placement in the receiving state disrupt.

Placement with Relative/Unrelated Caregiver 11-10-97

When formulating the case plan, the Worker determines whether the potential caregiver will require financial assistance and/or medical coverage for the child, or whether he is capable of supporting the child independent of agency assistance. The Worker discusses this issue with the prospective caregiver when initially exploring his ability/interest in providing a home for the child.

If the child's relationship to the prospective caregiver qualifies him for AFDC/Medicaid in the receiving state and if he is willing to apply for same, the Worker ensures the availability of all long-form birth certificates or other documentation needed to establish the relationship. The Worker consults with the Interstate Services Unit if there is a question regarding the relationship and/or the documentation required.

Some states do not permit a relative to receive a TANF grant while the child is still under the legal jurisdiction of another state. Foster care board payments may be used in these situations.

Request for Foster Home Evaluation 11-19-2012

If the relative or unrelated caregiver requires financial assistance from CP&P, the LO Manager's authorization for board payment is requested via the Special Approval Request, CP&P Form [16-76](#). See [CP&P-VIII-D-2-400](#). The Worker specifies in the interstate referral packet that he or she is requesting a foster home evaluation with corresponding licensure/approval. The home must be certified as a foster home which meets the standards of the receiving state.

If the out-of-state agency does not require a fingerprint check as a part of its foster parent approval process, all adult members of the household must have a criminal history record check by CP&P. If any member of the household lives, works or attends school within 20 miles of the New Jersey border, he or she must be electronically fingerprinted by MorphoTrak in New Jersey. Those who live beyond 20 miles of New Jersey may choose to be fingerprinted by MorphoTrak in New Jersey or to have the fingerprints taken by the local police department on the manual fingerprint cards provided by CP&P: the SBI-19, State of New Jersey Manual Fingerprint Card, and the [FD-258](#), Federal Bureau of Investigation Manual Fingerprint Card. These cards are then returned to CP&P with the DCF Form [16-54](#), NJ State Police Applicant Identification Verification Form Required for Out-of-State Fingerprinting, for completion of the criminal history check.

When an approved CP&P resource family plans to move out-of-state, follow procedures in [CP&P-IV-B-6-100](#).

Placement with Parent 11-10-97

When considering placement with a parent, the out-of-state agency may request that CP&P obtain legal custody of the child in order to ensure full protection of the child and have the ability to return him to New Jersey for alternate placement should the placement disrupt during the supervised adjustment period.

There may occasionally be some difficulty in obtaining legal custody in these situations. If so, contact the Interstate Services Unit for assistance or further instructions.

The parent assumes financial responsibility for the child or receives TANF and Medicaid in his home state if eligible.

Referral Packet 2-6-2006

Once the prospective caregiver confirms his interest in caring for the child, and the child's legal status is established, the Worker prepares a referral packet which consists of an original and 5 copies of the ICPC 100A (each signed by the Local Office Manager) and 3 copies of each of the following:

- The Request for Home Evaluation Cover Letter, [CP&P-VIII-D-3-500](#), The Child Social Summary, [CP&P-VIII-D-3-200](#), or the CP&P Form [26-81](#), Family Summary/Case Plan;

- A copy of the child's long-form birth certificate (as soon as it is available);
- Title IV-E eligibility documentation (CP&P Form [10-5fc](#), 10-5aa, and/or 10-6fc);
- CP&P Form [5-16](#), Child's Education Record; and
- One of the following:
 1. The Order to Show Cause or current court order of custody with accompanying verified complaint; or
 2. The 45 Day Child Placement Review Court Order; or
 3. An order of compliance or
 4. Other court order directing CP&P to obtain an Out-of-State Agency (OSA) evaluation.

The Supervisor reviews the above material and forwards it to the LO Manager. After the LO Manager has signed the ICPC-100A forms, the Supervisor forwards the referral packet to the Interstate Services Unit.

A copy of the referral packet is placed in the child's case record. A copy of the ICPC-100A is returned to the LO for placement in the case record when countersigned by the Interstate Services Unit.

The Interstate Services Unit reviews the request to determine if any additional information or clarification is needed before transmitting it to the Interstate Compact Administrator in the receiving state. The receiving state's Compact Administrator:

- Forwards the request to the appropriate local agency for a response which is customarily returned to that office within approximately 30 working days; and
- Provides the Interstate Services Unit with the completed OSA report with recommendation along with the ICPC-100A. The Compact Administrator indicates on the ICPC-100A whether placement is approved or disapproved and signs the form.

By signing the ICPC-100A, the social and financial planning responsibility of CP&P for the child, as well as the out-of-state agency's responsibility to provide casework services is established.

The Interstate Services Unit forwards the OSA findings to the LO and requests to be notified whether the approved placement resource will or will not be utilized. See [CP&P-VIII-D-2-400](#).

Emergency Requests 4-26-89

Emergency requests for immediate action from the OSA may be made by telephone only with prior approval from the Interstate Services Unit. Following the telephone contact, a written request is immediately prepared and submitted to the Interstate Services Unit.

Procedures Related to Home Evaluation Request for Placement with Parent, Relative, or Unrelated Person 11-25-92

RESPONSIBILITY	ACTION REQUIRED
Worker and Supervisor	1. Determine need for home evaluation of parent/relative/unrelated person for possible placement.
Worker and Supervisor and LO Manager	2. When necessary complete CP&P Form 16-76 with LO Manager's approval of board payments.
Worker	3. Prepare the ICPC-100A and the referral packet.
Supervisor	4. Review the ICPC-100A and the referral packet and forward to LO Manager for review/signature
LO Manager	5. Sign original and each of the 5 copies of the ICPC-100A.
Supervisor	6. Forward original and 5 copies of the ICPC-100A and 3 copies of the referral packet to the Interstate Services Unit. Retain one copy of the referral packet for child's case record.
Interstate Services Unit Supervisor/Consultant	7. Review and sign the ICPC-100A and forward with referral packet to Compact Administrator in receiving state. Forward copy of the ICPC-100A to LO when signed by the

	Interstate Services Unit.
Receiving State Compact Administrator	8. Review and forward referral to appropriate local agency for evaluation.
Local Out-of-State Agency	9. Complete home evaluation and submit to the receiving State Compact Administrator within approximately 30 working days.
Receiving State Compact Administrator	10. Forward the completed OSA report and ICPC-100A with placement approval or disapproval to the CP&P Interstate Services Unit.
Interstate Services Unit Supervisor/Consultant	11. Review the OSA report and recommendations and forward to the LO.